



Computer Application (Windows XP + Office 2003)

By WU MA QUN ZHAO LI YAN / WU MA QUN

paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 236 Publisher: Electronic Industry Press. Pub. Date :2008-02. Book According to the Ministry of Education to develop a secondary vocational school syllabus of Computer Application (Trial) write. In accordance with the provisions of the outline of the teaching content and teaching requirements. the book focuses on the basics of computer. Windows XP operating system. word processing software. Word 2003. the spreadsheet software Excel 2003. presentation software. PowerPoint 2003. the basic operation of computer networks and use and database management system Visual FoxPro 6.0. Book based on the students understanding of the law. progressive approach to arrangement of teaching content. introduce basic computer knowledge and basic concepts. to explain the commonly used software functions and operations. After each chapter are accompanied by exercises. This book can be used as the basis of secondary vocational schools. computer applications course materials. but also as the National Computer Rank Examination staff training materials and other staff to learn the basics of computer applications use reference books. Contents: 1.1 Overview 1.1.1 Computer and computer information processing and computer works 1.1.2 1.1.3 Classification 1.2...



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